

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club management committee held on Thursday 7 September 2023 at 1900 (*The Red Lion* meeting room).

Minutes: Holly Setchell (**HS**)

Apologies: Katie Brooks (**KB**), Nathan Dickinson (**ND**), Hon. Treasurer Rob Hall (**RH**), Sally Hardwick (**SH**)

In Attendance: Chairman Chris Mitchell (**CM**), Paul Henery (**PH**), Chris Hardwick (**CH**), Mandy Bailey (**AB**), Hon Secretary Fraser MacMillan (**FM**), Holly Setchell (**HS**), Malcolm Clarke (**MC**), Jenny Chambers (**JC**).

STATEMENTS FROM THE CHAIR: - Chis Mitchell

The chair welcomed the committee to first meeting after the summer period and covered the following.

The minutes of previous meeting (13th July 2023) were approved:

proposed: Chris Hardwick,
seconded Mandy Bailey

Matters Arising (not covered in the agenda):

1. Circulation of roles and suggestions for sub-committees:

Incomplete; to be rolled over to the next meeting

Action Point CM/FM/RH

Statements

1. RH wishes to stand-down at the forthcoming AGM due to wider commitments. **CM** has informally spoken to Jon Stanley (a member and currently the club auditor) about the role of treasurer. Another member Kevin Woolrich, who is also a qualified accountant, could also be approached. Due to the annual accounts being due and continuity of the role of treasurer, it may be necessary to co-opt an additional person on to the committee prior to the AGM to shadow **RH** in this role. No decision has been taken but an update will be provided at the next meeting. As per the constitution any new committee member would need to be elected on to the committee at the AGM. The committee at its first post AGM meeting can then elect a new treasurer.

2. It needs to be formally minuted that the management committee formally proposed and seconded the appointment of Hon secretary Fraser MacMillan and Chris Hardwick as Trustees of the club alongside Chariman Chris Mitchell an existing Trustee and the revoking of previous trustees David Moxen, Sally Hardwick and Stuart Malone.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. Membership

To receive: A report from the Hon. Membership Secretary (**Sally Hardwick**)

SH was not in attendance; membership topics were still discussed.

Matters Arising:

1. To contact Benjamin Lake to gather more info before a decision is made on external court hire.

Action:

Action Point SH

2. to research costings and categories for ClubSpark. Is there rolling membership? Website details? **FM** reported that all categories on ClubSpark are entirely flexible – can be defined and labelled as required by the club. Option for online payments or BACS. Costings for online payments vary between 1 - 2% per transaction depending on the payment method. This equates to approximately £350 - £550 cost to the club depending on transaction cost. Committee felt this was a viable option to reduce workload on the membership secretary.

Action:

complete

3. **PH** contact Wymondham Tennis Club regarding how they manage this with ClubSpark.

PH reported he had not yet made contact, however in light of 2. (above) it no longer seemed necessary.

Action:

complete

Current Topics

1. Membership categories: what categories are relevant for modern families.

Current and proposed categories and fee levels are summarised below:

Category	2023 Price	2024 Ideas
Adult	£106	
Adult O.65	£84	
2 adults (same address)	£200	
Family (1 adult, 4 juniors/students)	£127	
Family (2 adults, 4 juniors/students)	£227	
Full time education	£66	
Junior U.18	£26	
Young adult (18-25yrs)?		£76?
Junior U.8?		£10?
Junior U.10?		£10?
Junior (11-17yrs)?		£26?

A discussion took place covering ideas such as a proposal to extend student to young person, to encapsulate 18-30 or 18-25, or to include young persons, encapsulating 16-25?

It was noted that Junior member coaching sessions cost for members £72 and for non-members this is £84. Not many juniors then join as members, despite these cost benefits.

Again it was noted that apparently the club gains **no** benefit for having junior-coached non-members utilising our court space in terms of court hire. It was mentioned that any junior coaching fee increase wouldn't probably affect attendance, but the committee is conscious that such sessions need to be in line with other coaching offered by clubs in the area.

Action: Form a sub-committee (**SH, FM, CH, AB**) to meet and discuss membership ahead of AGM
Action Point SH, FM, CH, AB

A2. Premises & Maintenance

To receive: A report from the Premises and Maintenance lead (**Chris Mitchell**)

Matters Arising:

1. To receive an update on fencing repairs. **ND** reported via email that he has contacted Mark Armes. He is ordering wire and a few tensioners and will book the work for end of September/beginning of October. **ND** is confirming dates with **CM** and will meet him on site.

Action: ongoing;

Action Point ND

2. Shoe tag notices to be removed

Action:

CM complete

3. Toilet door code to be written inside the floodlight box

Action:

CM complete

4. Court 1 winder is damaged and needs repairing

Action:

CM complete

Current Topics

1. **CM** provided a detailed verbal update on the grass courts: The discussion is captured below:

CM raised an issue that had arisen concerning the grass courts. A member had approached him thinking he was aware that *'Malcolm has been canvassing support amongst members for a proposal to convert the 2 grass courts in to 1 hard court, on RHS looking from the pavilion, with gates between courts, and a club house and hitting wall replacing the other grass court'*. **CM** was not aware of this.

CM subsequently contacted **MC** to express concern at a committee member promoting a project that has already been examined at considerable length by the committee before deciding not to proceed and had pointed out basic inaccuracies in **MC's** approach to financial viability. **MC's** response both by email and at the meeting was that he had not been proposing a project merely reflecting the views of members many of whom were dissatisfied with the grass courts and that by combining an LTA grant with some of the club's money a project could be possible on the grass courts.

CM advised that for a scheme to be supported by the LTA it would require far more than the construction of a new court as floodlights would need to be installed, a gate entry system introduced to enable non-member *pay & play* and various conditions in relation to running the club. *En-Tout-Cas* one of the leading suppliers of tennis courts advised the cost for the cheapest tarmac surface including fencing is between £66,000 and £71,500. A floodlight budget is ca. £20,000 so adding in a gate entry system and a 10% contingency the club would need a budget of circa £110,000. The net result of this, even after taking out a fully repayable 60% *ltv* loan from the LTA would mean the club needing to find an extra £100,000 over the next eight years over and above our current income. This was the primary reason the proposed scheme was not taken any further particularly when the bottom courts were now at the end of their design life and major expenditure was highly likely in the next three years.

MC considered figures sent as part of the long-term financial plan weren't considering inflation of the costings to maintain the grass courts which would help funding and asked if outside sources of funding been considered? **CM** advised that apart from a potential LTA loan it had not been possible to identify any grant funding. **CM** also advised that a previous committee had also looked into this and had invested a huge amount of time and effort trying to get a scheme off the ground only to ultimately abandon the idea as a result of a lack of suitable funding being available.

CM queried the justification for entering into a major financial commitment when outside the summer season court utilisation was rarely 100%, indeed overall we run at nearer 30% and recently had seen figures of around 15%. **MC** advised that on Monday mornings we now exceed 16 players at times which meant further court space would be useful however **JC** pointed out that this in itself hardly justified the investment/risk involved.

FM considered obtaining further floodlight planning permissions would be challenged by the local community if we wanted to add these to the grass. **CM** supported this pointing out that after the bottom court floodlights were erected there were complaints from residents and remedial works had been required by the South Norfolk Environmental Officer to reduce nuisance to residents.

CM queried whether the committee agreed that a grass court surfacing project was not a viable option. Committee members agreed that this would not be possible at the current time and would not be pursued.

In the light of comments made by **MC** it was suggested that he research whether grant funding is available for a grass court project and report back to the committee when he has any information to share.

Action: discuss the verdict on grass courts improvement investment

Action Point ALL

A3. Teams

To receive: A report from the Hon. Match Secretary (**Fraser MacMillan**)

Matters Arising:

1. To register teams for the forthcoming winter league season

Action: done

FM complete

Current Topics

1. **FM** reported on the various successes of the teams over the past season.

Men's A - are going to be league winners of Div 1.

Men's B are potentially to be relegated based on final fixture. 18th Sept – support appreciated.

Men's C – came 3rd in Div 3

Men's D – relegated in Div 3

Men's E – 6th out of 8

Ladies A – stayed in Div 1

Ladies B – 3rd in Div 2

Ladies C – 5th out of 8. 4 wins and 3 draws with the reintroduced team is excellent performance!

2. The Winter League AGM was attended by **FM** and **AB**. 4 teams have been entered this year. First match is Oct 1st and details will be shared with captains.

3. The question of Match fees was raised and why do we have them for away games? This covers cost of team league registration and covers the cost of match balls. Captains to collect these by end of September.

A4. Tournaments/Events

To receive: A report from the events coordination sub-committee (**Holly Setchell**)

Matters Arising:

1. S&P Finals day, 10th September

Action: match balls

JC complete

Action: sort the schedule, trophies and engraving

CH complete

Action: sort the buffet

MC complete

Action: sort the cake

SH complete

Action: sort the prosecco and prizes

CM complete

Action: send out final comms regarding the event

Action Point MC

Concerns raised over the weather and heat for players who have multiple fixtures. Proposed to move ladies singles and mixed doubles plate to alternative days to make this manageable for those who are in 3 matches. Suggested to play a championship tie-break as third set. Proposed to move matches to 9am, 11am and 3pm then have lunch at 1pm.

2. Challenge Cup, 24th September.

Tournament now being organized by Malcolm C and Ann S as Claire was unable to help. 7 gents and only 2 ladies signed up at the moment. Trophy is with engravers. Prizes as ball tubes and prosecco.

Action: HS to contact Claire Murfitt about organizing

Action Point HS

3. Awards evening, 30th September.

Action: HS/FM put a schedule together

Action Point HS/FM

4. Beetle Drive, 18th November.

Action: HS send advertising poster to **MC**

Action Point HS

5. AGM

Action: HS contact pavilion/Red Lion for dates on a Saturday in November for the AGM

HS confirmed the 18th of November

HS complete

A5. Website/PR

To receive: A report from the website/PR representatives (**MC/CH**)

Matters Arising:

1. To research potential challenges with sponsorship links on Clubspark. Research analytics on Clubspark. Would ClubSpark still link to Facebook? Will ClubSpark be compatible with other social media platforms?

Action: CH

CH complete

2. To continue with website migration and notify committee with any pros/cons to make a decision about full migration.

Action: CH

CH complete

All website info is migrated from current website to ClubSpark, apart from photos. The latter will be quite time-consuming. Multiple sponsors can be added to the bottom of the home page easily. No social media integration but a news tab is a similar equivalent and will log events historically. Membership modules can be added to the website.

Some concerns over who 'owns' the current website domain and whether traffic could be redirected. We could pay annually for the domain from Wet Inc and redirect.

Current hosting is £240 per year. ClubSpark is £600, but this is currently paid anyway whether we use the website and membership features or not.

Committee all agreed to move to the ClubSpark website. Members to be informed at the AGM that new website will go live.

Action: CH to contact Wet Inc to discuss ownership of the domain name

Action Point CH

SECTION B: ITEMS FOR REPORT

B1. Finance

To receive: A written report from the Hon. Treasurer (**Rob Hall**)

RH to please circulate report prior to the meeting for questions/comments only.

Action: CM to circulate the 40 year financial plan to the committee.

CM complete

Action: ALL review financial plan for questions/comments.

Action Point ALL

B2. Coaching

To receive: A written report from the club coach (**Katie Brooks**)

A written report was circulated prior to the meeting: Available to members on request

Autumn Term Junior Coaching Programme commences next Monday 11th September.

There will be 8 Junior Courses.

- LTA Youth Blue - 1
- LTA Youth Red - 2
- LTA Youth Orange - 2
- LTA Youth Green - 2
- LTA Youth Yellow - 1

All courses will be taking place at Cringleford Tennis Club until half term and then the courses for the younger children will be moving back to Cringleford Primary School. Parents currently booking on courses so numbers can be shared in next few weeks. **KB** has attended a Safeguarding Course at Cringleford Primary School. The Ladies Morning sessions will be commencing again in a couple of weeks' time. **KB** is currently receiving weekly physio treatment at The John Radcliffe Hospital in Oxford.

Action: KB to speak to the groundman and put the Prime banner up at CTC. **KB** says it should have been put up in August

Action Point KB

Action: has any adult coaching been arranged for the Ladies C team

Action Point KB

B3. Club sessions

To receive: A verbal/written report from session coordinators (JC/MC)

Tuesday and Thursday evenings – numbers have reduced considerably due to the end of the summer. Analyse data for next meeting.

Monday mornings – no feedback

Saturday mornings – no feedback

Sunday afternoons – attendance varies from 2-6 players.

MC will keep it continuing until October half term and then review.

Action FM – book courts for October half term.

Action Point FM

B4. Risk and compliance - Health & Safety/Safeguarding/Disciplinary/Data Protection

To receive: A verbal/written report from the safeguarding officers (PH/AB)

Action AB – to send safeguarding links for video to **MC**

AB complete

B5. AOB / DATE OF NEXT MEETING

St Cyr Kit Update – No sales to report for July.

Action HS – contact St Cyr for attendance at finals day. Sadly, unable to attend. **HS complete**

Meeting closed 9:10 pm

Date of next meeting October 26th 2023

SECTION C: CONFIDENTIAL AND RESERVED

There are no confidential and reserved items
